

JUDGE BARRY WILLETT

JEFFERSON CIRCUIT COURT

DIVISION ONE

These rules of Courtroom Decorum and Trial Conduct are intended to encourage attorneys to observe principles of civility and decorum, and to uphold the legal profession's rightful status as an honorable and respected profession where courtesy and civility are observed as a matter of course. The Court suggests the following minimum standards be followed by all attorneys and litigants appearing in this division:

1. Stand (if physically able) as court is opened, recessed or adjourned, when the jury enters or retires from the courtroom, when addressing or being addressed by the court, and when examining a witness.
2. Dress in a proper and dignified manner.
3. Smoking, eating, and drinking are prohibited in the courtroom at any time. The only exception is bottled water with a screw on top.
4. Address all remarks and arguments to the Court, not to opposing counsel. Avoid inappropriate language or disparaging personal remarks toward other counsel, parties or witnesses.
5. Avoid familiarity with witnesses, jurors, or opposing counsel. The use of first names for adults shall be avoided.
6. The use of mobile telephones is prohibited in the courtroom. Pager and mobile telephone ringers shall be turned off when in the courtroom.
7. When a matter is scheduled for hearing or trial on the court calendar, it may be remanded or reassigned only by order of the Court.
8. State the legal grounds for evidentiary objections in open court in one or two

words (for example, "Objection, hearsay"). Withhold further comment or argument unless requested by the Court.

9. Request permission before approaching the bench.

10. Under no circumstances shall a party or attorney direct any comment to a member of the Jury, other than during voir dire.

11. All exhibits shall be premarked for identification prior to trial and shall be shown to opposing counsel and the Court before being tendered to the witness. The proponent of an exhibit shall lay the appropriate foundation before formally offering the item for introduction into evidence. An exhibit must be admitted into evidence prior to the content being revealed to the jury. Exhibits shall be marked numerically. Exhibits shall be published to the jury only by the sheriff.

12. When examining a witness concerning an exhibit, request permission to approach the witness or to have the witness approach an exhibit.

13. Do not mark on or alter exhibits, charts, graphs, or diagrams without permission from opposing counsel or the Court.

14. Promote respect for the Court by yielding gracefully to the rulings of the court. Inform all persons at counsel table that gestures, facial expressions, audible comments, or the like, as manifestations of approval or disapproval of testimony or court rulings are absolutely prohibited.

15. During trials and evidentiary hearings, notify the court and opposing counsel regarding the witnesses and duration of testimony anticipated to be called that day and the following day (including depositions to be read).

16. Cooperate in sharing all demonstrative aids and visual aid equipment with opposing counsel.

17. In presenting expert testimony, counsel shall not ask the Court within the hearing of the jury to accept or declare a witness as an "expert".

18. The counsel table on the west side of the courtroom (near jury box) is reserved for the plaintiff or the Commonwealth. The counsel table on the east side of the courtroom is reserved for the defendant.

19. Be punctual and prepared for all court appearances; if delayed, notify the Court and other counsel whenever possible. Do not exceed the time scheduled on the court calendar for the hearing or trial.

20. Read the Court's trial order carefully. All compliance deadlines will be strictly enforced.